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DEPARTMENT OF EDUCATION  
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June 29, 2007

**MEMORANDUM -- OSE/EIS 07-07**

**TO:** Intermediate School District Superintendents  
Intermediate School District Directors of Special Education  
Local Educational Agency Superintendents  
Local Educational Agency Special Education Contacts  
Public School Academy Administrators  
Single Record Student Database Authorized Users

**FROM:** Jacquelyn J. Thompson, Ph.D.   
Director, Office of Special Education and Early Intervention Services

Margaret M. Ropp, Ph.D.   
Director, Center for Educational Performance and Information

**RE:** Properly Coding Students with Individual Education Plans (IEPs) in the Single Record Student Database (SRSD) When They Exit Special Education

The purpose of this memorandum is to assist school district personnel with properly coding students with IEPs in the SRSD when they exit special education programs/services. Improper coding will result in errors that will impact data used for public reporting. When a student with an IEP exits special education, s/he must be reported in SRSD Field 45: Special Education Exit/Completion Reason, and Field 46: Special Education Date Exited or Completed. In addition, **all** other special education fields (e.g., Field 36: Primary Disability) must be maintained in the student's record. Also, the student's exit information should be reported **only** in the SRSD count period during which the student exited special education. Exit information should **not** be carried forward to other SRSD count periods.

As district personnel members complete their EOY 2007 SRSD submissions, three areas have caused difficulties in properly exiting students with IEPs in prior collections:

1. **All** active students with IEPs should be reported in the SRSD. This includes students with IEPs who have **zero (0)** special education full-time equivalency (FTE). Failure to report these students will result in improper coding of students with IEPs when they exit special education.

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2. When a student with an IEP leaves special education by exiting the district (reported in Field 23 of the SRSD), the student should also be exited from special education by using Fields 45 and 46.
3. When a student with an IEP leaves special education, other special education fields, such as Field 36: Primary Disability, should be maintained in the student's SRSD record. More specifically, the following fields should be maintained when the student with an IEP exits special education:
  - Field 36: Primary Disability
  - Field 37: Additional Disability Characteristics
  - Field 38: Date Of IEP/Placement/Date Of Implementation
  - Field 39a: Parental Consent To Evaluate
  - Field 39b: Result of Initial IEP
  - Field 42: Program Service Code
  - Field 43: Support Services
  - Field 44: Primary Educational Setting
  - Field 45: Special Education Exit/Completion Reason
  - Field 46: Special Education Date Exited Or Completed
  - Field 47a: Special Education Disciplinary Action: Number Of Removals By Hearing Officer
  - Field 47b: Special Education Disciplinary Action: Number of Unilateral Removals Following a Weapons Offense
  - Field 47c: Special Education Disciplinary Action: Number Of Unilateral Removals Following a Drug Offense
  - Field 47d: Special Education Disciplinary Action: Number Of Individual Out-Of-School Suspensions Greater Than 10 Days
  - Field 48: Special Education Disciplinary Action: Multiple Short-Term Out-Of-School Suspensions Accumulating To More Than 10 Days

For more information on properly coding students with IEPs who exited during the current count period, please see the *EOY 2007 SRSD Data Field Descriptions*, available at [www.michigan.gov/cepi](http://www.michigan.gov/cepi).

Finally, if you have questions related to properly exiting students with IEPs in the EOY 2007 SRSD, please contact James Nuttall, Ph.D. at (517) 335-0454, or via email at [NuttallJ@michigan.gov](mailto:NuttallJ@michigan.gov). Thank you for your continued commitment to providing accurate and complete information on students with IEPs.